

Approved For Release 2006/11/13

SECRET

PTOS - 056 (Cat #7)
75-00399R000100200060-9

REPORTS INVENTORY

PREPARE IN DUPLICATE

1. TITLE OF REPORT (if a fill-in report include Form No.)

2. TYPE
OF
REPORT☒ STATISTICAL☐ NARRATIVE☐ MACHINE-NAME LISTING

ADP Management Information Report

3. FUNCTIONAL AREA

PERSONNEL

TRAINING

LOGISTICS

☒

SECURITY

MEDICAL

FINANCE

ADMIN. GENERAL

OTHER (specify)

4. NO. OF COPIES PREPARED

5. FREQUENCY (weekly, monthly, quarterly, etc.)

6. DISTRIBUTION (No. of components not
number of copies)

4

Semiannual

3

7. FORMAT (memorandum, form
computer print-out, etc)

8. ADP PROCESSING

YES

IF YES GIVE ADP PROCESSING NO.

Format

☒

NO

9. DIRECTIVE AUTHORITY REQUIRING REPORT
DDS/Information Processing
Coordinator10. PREPARING COMPONENT (include lowest level
contributing information to report)11. FEEDER REPORTS (State total number and identify by Title,
Form No., or nomenclature. Attach separate sheet if necessary.)

Information Processing Branch

None

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	☒	HOURS PER REPORT	=	COST PER REPORT	☒	TIMES PREPARED	=	COST PER YEAR
GS-14	\$10.07		1/2		\$ 5.04		2		\$ 10.07
GS-12	7.51		30		225.30		2		450.60
GS-6	3.51		1		3.51		2		7.02
GS-16	12.76		10 min.		2.12		2		4.24

B. COSTS OF COMPUTER PRODUCED REPORTS

TOTAL COSTS PER YEAR

\$471.93

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN,
INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

Approved For Release 2006/07/01 : CIA-RDP75-00399R000100200060-9

SECRET

PTOS - 057 (Cat #7)

REPORTS INVENTORY

PREPARE IN DUPLICATE

1. TITLE OF REPORT (if a fill-in report include Form No.) Consolidated Report on Information Handling and ADP Management				2. TYPE OF REPORT ☒ NARRATIVE ☐ STATISTICAL ☐ MACHINE-NAME LISTING	
3. FUNCTIONAL AREA		PERSONNEL	TRAINING	ADMIN. GENERAL	
		LOGISTICS	☒ SECURITY	OTHER (specify)	
		MEDICAL	FINANCE		
4. NO. OF COPIES PREPARED 3		5. FREQUENCY (weekly, monthly, quarterly, etc.) Semiannual		6. DISTRIBUTION (No. of components not number of copies) 1	
7. FORMAT (memorandum, form, computer print-out, etc.) Memorandum		8. ADP PROCESSING ☒ YES ☐ NO IF YES GIVE ADP PROCESSING NO.		9. DIRECTIVE AUTHORITY REQUIRING REPORT Information Processing Coordinator	
10. PREPARING COMPONENT (include lowest level contributing information to report) Office of the DD/PTOS			11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.) 4		

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X HOURS PER REPORT	= COST PER REPORT	X TIMES PREPARED	= COST PER YEAR
GS-14	\$ 9.44	1/2	\$ 4.72	2	\$ 9.44
GS-07	3.90	1/2	1.95	2	3.90
GS-17	14.77	10 min.	2.46	2	4.92
FEEDER REPORTS - 4					
GS-06 thru GS-16	3.51 thru 12.80	62 Hrs. & 50 min.	\$392.04	2	784.08

B. COSTS OF COMPUTER PRODUCED REPORTS

TOTAL COSTS PER YEAR

\$802.34

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (In addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

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Approved For Release 2006/11/13 : CIA-RDP75-00399R000100200060-9

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